

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

<b>I.</b>	<b><u>Position Title:</u></b> Senior Advisor to the Mayor	<b><u>Revision Date:</u></b>	09/05
		<b><u>EEO Function:</u></b>	Exempt
		<b><u>Status:</u></b>	Exempt (Admin)
		<b><u>Control No:</u></b>	20104

**II. Summary Statement of Overall Purpose/Goal of Position:**

Under the direction of the Mayor and Deputy Mayor is responsible for the management of the Community / Neighborhood Communications Program, Sandy City Community Action Team, Volunteer Coordinator for Emergency Response and Youth City Council. Analyzes individual and community concerns by constituents and assures these concerns are communicated to the Mayor, City Council and City Departments. Mediates or assists in mediating disputes between citizens and government, and expedites final decisions when there is a dispute. Liaison with City Departments for the appointment of residents to citizen boards and committees. This is a professional position requiring excellent communication skills, the exercise of independent judgment and discretion in handling confidential information. This is an appointed, at-will position

**III. Essential Duties:**

- Assists the Mayor and Deputy to the Mayor in developing and implementing programs to determine citizen needs and effectiveness of City programs or services; designs and implements citizen participation programs; screens, receives, resolves or refers complaints.
- Manages the Community / Neighborhood Communications Program with duties that require the directing, supervising and training of 29 volunteer Community Coordinators. Also acts as a resource and problem-solver for these 29 citizens.
- Chairperson of the Sandy City Community Action Team with duties that require working with and giving direction to City departments as well as State and County agencies to implement appropriate strategies and solutions to long-term public nuisance issues existing within the City. Also coordinates training opportunities for members of the CAT.
- Volunteer Coordinator for citizen and community agencies for emergency response. Duties include the responsibility of implementing Emergency Support Function #17 (Volunteers). Responsible for implementing Memorandums of Understanding between volunteer organizations and the City. Requires active participation on the Sandy Emergency Management Team, Sandy Citizen Corps, Sandy LEPC and other groups.
- Manages the Youth City Council Program and responsible for selection of candidates for the Council and their course of work during the school year.
- Assist City Departments in coordinating mayoral appointments to the Planning Commission, Board of Adjustments and other city committees.

**IV. Marginal Duties:**

- Performs other duties as assigned.

**V. Qualifications:**

**Education:** Bachelor's degree in political science, public administration, business or a related field.

**Experience:** Two years of related work experience with progressively increasing responsibilities; may substitute an equivalent combination of education and experience.

**Knowledge of:** Public relations, specifically intergovernmental cooperation and press relations; application of theories/organizational management to a governmental entity; computer software including word processing and spreadsheets.

**Responsibility for:** Positively representing the Mayor, Deputy to the Mayor and the City.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with persons of high rank requiring tact and judgment; requires well developed sense of strategy and timing; constant contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules; influencing of others to obtain the desired results; communicate effectively verbally and in writing.

**Tool, Machine, Equipment Operation:** Requires regular use of a personal computer, printer, copier and telephone system; occasional use of a typewriter and 10-key adding machine.

**Analytical Ability:** Prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees, Department Heads and the public; relate well with a variety of persons under varying circumstances; capable of reporting to reporting to multiple supervisors on multiple assignments; ability to analyze a situation and make sound recommendations and presentations.

**VI. Working Conditions:**

Great effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines; moderate physical exertion is present because of occasional stooping and kneeling required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.